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27 August 1958

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MEMORANDUM FOR: 


FROM : Personnel Officer

SUBJECT : Effect of New Building on Personnel Branch

1. There are many advantages of having all of the administrative offices together in one building. The most obvious is one of better coordination and communications. Others directly affecting the Personnel Branch are the following:

- a. Closer working relationship possible with Ops. School staff.
- b. Personnel Branch more readily available to all Ops. School employees.
- c. Cut down time required to get Personnel type forms and actions completed and returned for Ops. School personnel.
- d. Personnel Officer can become better acquainted with Ops. School requirements and be of greater service to CF/OS.
- e. Processing of PCS and TDY employees in and out would be expedited.

2. The only disadvantage would occur if it were not possible to bring unwitting applicants or employees into the area for interviews etc..... It is my understanding however that there will be separate entrances and designated parts of the building for such persons and no such problem will exist.

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